



## TCS CERTIFICATION CHECKLIST

Please ensure the following checks have taken place prior to Certification. To access the reports Log onto TCS and go to Reports.

- Missing SASID Report** – Ensure that only outplaced students are left. *Please email a Certification override request if that is the case.*
- Duplicate Records** – Clear any duplicated records to ensure your record counts are accurate.
- College and Career Readiness Report** – Ensure your counts look accurate (AP, IB, Dual Enrollment, CTE Cluster, Workplace Experience). This report is one year of data that will be used to calculate Indicator 5 of the Next Generation Accountability Report.
- On-Track in Grade 9 Report** – If your district includes grade 9, ensure the number of students earning a minimum of 5 credits is an accurate reflection of your data. This data will be used for Indicator 7 of the Next Generation Accountability Report.
- Art Access Report** – If your district includes high school, ensure the number of students enrolled in an arts class is accurate. This data will be used for Indicator 12 of the Next Generation Accountability Report.
- Record/Credit Count by Student Report** – This report lists the total number of records reported for each student as well as the total credits earned by student. You can filter by Facility and sort (ascending or descending) by any of the columns. This report can help you identify students with an incorrect number of records or credits reported.
- Record/Credit Count by Subject Report** – This report lists the total number of records reported for each subject as well as the total credits earned in that subject area. You can filter by Facility and sort (ascending or descending) by any of the columns. This report can help you identify subjects with an incorrect number of records or credits reported.
- Available Credits vs. Course Credits Earned Data Cleaning Report** - All Course Credits Earned should be less than or equal to the available credit indicated within the NCES Course Code, so this report should be blank. Please correct these records to reflect the accurate Course Credits Earned and available credit within NCES Course Code

If all of your data for this year appears correct proceed to the Certification Step:

- Have a Certified Administrator Certify the Collection.** Certification will be removed if it is not completed by someone with these credentials. A Certification confirmation will be emailed (generally within 24 business hours).

